

Reference Number	133-02-DD
Title of Document:	Freedom of Information Requests
Date of Issue:	April 18, 1989
Effective Date:	April 18, 1989
Last Review Date:	March 1, 2007 (REVISED)
Date of Last Revision:	March 1, 2007
Applicability:	Central Office, District Offices and Facility Administrators

PURPOSE:

This directive establishes procedures for handling all requests for information under the Freedom of Information Act.

1. All requests should be made through the Community Education Office. In accordance with the Freedom of Information Act, requests must be made in writing listing with the specific information which is being requested.
2. Requests will be dated when received because of the 15-day limit on responding to such requests.
3. The Community Education staff will work with appropriate staff to get the necessary information according to the request.
4. The response will then be reviewed by the legal staff
5. Once this review is completed with any changes, the response will then be forwarded to the State Director for review and comments. The State Director may ask for a review of the response by other appropriate staff.
6. After all internal reviews the response will be sent to the person making the request.

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